



Daycare Inspection Checklist

Daycare Inspection Items	Comments	Yes	No
Certificate of Occupancy/Daycare License	Look for number of children allowed in each room, sprinkler/alarm system requirements, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Fire Alarm Report/Sprinkler System Report	Look for a copy of the fire alarm inspection report within the past year. All pull stations and associated alarm system components should be inspected by a qualified contractor.	<input type="checkbox"/>	<input type="checkbox"/>
Fire Extinguisher Report	Look for copy of the fire extinguisher inspection report. All extinguishers should be properly tagged and secured to walls. Pressure gauge indicator is in green, and safety pin in place.	<input type="checkbox"/>	<input type="checkbox"/>
Hood Range Report	Look for a copy of the hood system inspection report (if applicable). Any appliance with a stove top for frying is required to have a range hood exhaust system. If no range hood present, only enclosed ovens or microwaves can be used.	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Outlets	Look for the presence of safety plugs in all outlets or the presence of new outlets with built-in safety devices. Ensure all cover plates are intact on outlets and light switches.	<input type="checkbox"/>	<input type="checkbox"/>
Ceiling Tiles/Walls	Look for all ceiling tiles to be intact. Large openings in ceilings or walls are not permitted due to smoke/fire spread concerns.	<input type="checkbox"/>	<input type="checkbox"/>



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Exit Lights/Egress Lights	Check for the presence of exit lights and egress lights. Egress lighting has a test button to check the battery backup system. These lights should be checked and non-working lights should be noted on report.	<input type="checkbox"/>	<input type="checkbox"/>
Extension Cords	Extension cords that are used permanently are not permitted. All electrical devices should be plugged directly into an outlet, or an approved UL listed power strip. Power strips cannot be plugged into a second power strip. Re-route wiring as necessary to avoid this situation.	<input type="checkbox"/>	<input type="checkbox"/>
Space Heaters	Space heaters are not permitted unless they receive specific permission from the daycare inspector. This approval must be in writing and will indicate that heaters cannot be located in any area that contains children and cannot be turned on unsupervised. In general, space heaters are not permitted.	<input type="checkbox"/>	<input type="checkbox"/>
Exit doors in Infant Room	Exit doors to the outside are required in infant rooms unless the room is sprinkled. Check for presence of either sprinklers or an exit door in these rooms. The door should not be blocked and should have adequate egress to a safe meeting point outside the building.	<input type="checkbox"/>	<input type="checkbox"/>
Evacuation Cribs	All infant rooms should contain cribs specifically labeled as evacuation cribs. These cribs will have larger wheels and be of sturdy construction to allow for escape during emergencies. 4 infants to 1 evacuation crib is the required ratio.	<input type="checkbox"/>	<input type="checkbox"/>



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Fire Drill Records	Check for the presence of monthly fire drill records. These drills should include date, time, method of alarm used, # of children, # of employees, etc. Advise them to use a different pull station each month.	<input type="checkbox"/>	<input type="checkbox"/>
ODFJS/Agency Licensing Paperwork	Print out the 1303 form or other applicable paperwork from your agency that needs to be completed by fire personnel and have available for the inspector at the time of the inspection.	<input type="checkbox"/>	<input type="checkbox"/>
Furniture & Fixtures	All structures should be ready for Immediate occupancy , set up with furniture in place and ready for designated use.	<input type="checkbox"/>	<input type="checkbox"/>
Carbon Monoxide Detection	Group I-1, I-2, I-4 R and E occupancies Shall be equipped with carbon monoxide Alarms (OFC 1103.9)	<input type="checkbox"/>	<input type="checkbox"/>
Artwork/Postings Space coverage	Hallways - No more than 20% Classroom Walls - No more than 50% Doors- 5%, None on glass NFPA 4.1.4.3	<input type="checkbox"/>	<input type="checkbox"/>
Paperwork	All applicable paperwork shall be available and on hand prior to the start of the inspection.	<input type="checkbox"/>	<input type="checkbox"/>
Hardware	Door handles shall not require tight Grasping, pinching or twisting of wrist to Operate. (OFC 1010.1.9.1)	<input type="checkbox"/>	<input type="checkbox"/>
Acceptance Criteria and Report	Curtains, draperies and window dressings will be flame resistance. (OFC 807.4)	<input type="checkbox"/>	<input type="checkbox"/>